

# Credentialing Overview

How does credentialing  
affect the Navy Sailor?



# [What is credentialing?



- Many occupations are guided by certain professional and technical standards.
- The process of meeting these standards and earning official recognition (in the form of licenses, certifications, and apprenticeships) is called ***credentialing***.



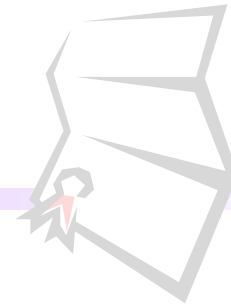
# [ Licensure ]



- *Who grants licenses?* Federal, state or local governmental agencies.
- *Why?* To set professional standards, ensure safety and quality of work, such as medical licenses for doctors. Laws and regulations define licensing standards.
- *Are they voluntary?* Licenses are typically mandatory (although they may be waived for certain military personnel).



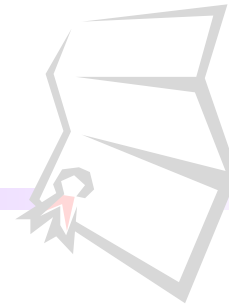
# [ Certification ]



- *Who grants certifications?* Non-governmental agencies, associations, and companies.
- *Why?* To set professional standards for qualifications, such as a certification for a crane operator, or a Novell Network Certified Engineer. These standards are not defined by laws or regulations.
- *Are they voluntary?* Usually, although state licensure boards and employers may require certification.
- More than one organization can offer certifications for the same occupation.



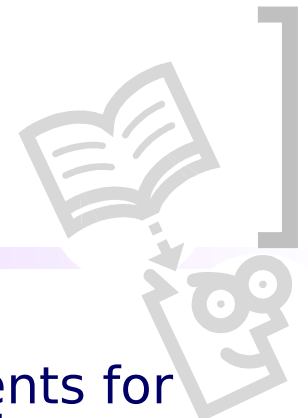
# [Apprenticeship]



- *Who awards apprenticeships?* The United Services Military Apprenticeship Program (USMAP) in conjunction with the U.S. Department of Labor.
- *Why?* So the service member can achieve recognition for on-the-job training and work experience equal to his/her civilian counterpart.
- *Are they voluntary?* Yes, although apprenticeship is required by some employers in certain industries.



# What kinds of requirements can credentials have?



- Credentialing boards determine the requirements for licensure and certification. Typically they require some combination of the following:
  - Education
  - Training
  - Work or professional experience
  - Examinations
  - Other unique job-related requirements
- For some credentials, boards may have requirements related to:
  - Residency
  - How recently the training or experience took place
  - Periodic renewal, typically every one to three years
  - Continuing education requirements or reexamination requirements associated with renewal



# [ So what's that mean to me? ]



- **In service:**

- Civilian credentialing can contribute to personal and professional career development.

- **Transitioning and post-service:**

- Federal, state, or local law may require specific credentials to legally perform some jobs.
- Employers may choose to hire only employees who have certain credentials, or to pay those employees more.
- Credentials may improve your prospects for promotion.
- Credentials demonstrate to civilian employers that your skills are on par with your civilian peers.



# Credentialing Costs



- There are two primary costs associated with credentialing:
  - Credentialing board fees (e.g., application, exam, renewal fees)
  - Supplemental training may be needed to qualify for the credential
- Resources are available to Sailors to help defray these costs:
  - The Montgomery GI Bill will reimburse up to \$2,000 per test for civilian occupational licensing and certification exams. There is no limit to the number of tests that can be reimbursed. Fees for re-testing and renewing licenses or certifications are also covered.
  - Navy Tuition Assistance pays tuition costs up to a cap of \$250 per semester hour and an annual ceiling of \$4,500.
  - Other programs in the Departments of Navy, Defense, and Veterans Affairs can also help with supplemental training (e.g., Navy e-Learning, DANTES, and the Montgomery GI Bill).



# More Information



- The Credentialing Opportunities On-Line (COOL) website is designed expressly for you, to help you find and understand the civilian credentials related to your Navy training. Visit COOL online at: <https://www.cool.navy.mil/index.htm>
- For more explanation about credentialing, see the COOL Credentialing Basics page:  
[https://www.cool.navy.mil/credentialing\\_basics.htm](https://www.cool.navy.mil/credentialing_basics.htm)
- For more information on costs and resources, see the COOL Costs and Resources page:  
<https://www.cool.navy.mil/costs.htm>
- To find certifications related to your rating, visit the COOL Credential Search page:  
<https://www.cool.navy.mil/search.htm>

